



OPERATIONS MANUAL *for Yokosuka Public Works Team - December 2002*

CHAPTER 4 Planning and Engineering

Planning and Engineering - Mission, Function and Task

Mission: *Provide thorough facilities analysis and data management, comprehensive Base Master Planning, timely project package preparation and submission, Engineering and Design services, and Host-nation construction program management.*

Concept of Operations:

As a NWCF funded element under the direct authority of the CFAY PWO, this Division will be responsible for providing comprehensive facility analysis, planning and design of facility construction and major repair projects within the Yokosuka Naval Complex. Planning will not be done in a vacuum. This group will strive to understand the needs of Yokosuka Host and Tenant Commands and work to meet their needs while coordinating with the Regional Business Line Manager, PACDIV, and Host Nation representatives.

Functions and Tasks:

The Planning and Engineering Officer will manage the following branches and have direct responsibility for:

- a. Space Management
- b. Parking Management

1. Facility Analysis Branch

- a. Coordinate with Regional Planning and Engineering Business Line Managers and Support Function managers as necessary.
- b. AIS – Conduct facilities condition inspections including Roofing, Dry Docks, and Pavement and prepare the Annual Inspection Summary (AIS).
- c. AIS/LRMP Database Maintenance – maintain accuracy of database through FE, PWC Codes 500 and 600, and ROICC (contracted maintenance) input.

(1) This database will be used throughout PWT as the basis for the Facilities Action Plan.

- d. Assist the Facility Engineer Division in the development of long-range maintenance plans.
- e. Scheduling and coordination of Specialized Inspections including:
 - (1) VTE
 - (2) Cathodic Protection
 - (3) Fleet Moorings
 - (4) Boilers/UPV
 - (5) Backflow Preventers
 - (6) Crane Trackage
 - (7) Petroleum Oil Lubricants storage and transfer facilities
 - (8) Potable Water Survey.
 - (9) Lead and Asbestos Sampling.
- f. Installation Readiness Reporting System (IRRS).
 - (1) Provide timely input, review and validation of Installation Readiness Reporting System.
 - (2) Coordinate with Facility Engineers to prepare summary condition reports.
- g. Maintain General Development Maps using GIS.
- h. Coordinate with Planning and Construction BLM/Hub to maintain and update iNFADS to include Class I and II property updates.
- i. Coordinate with Planning and Construction BLM/Hub to perform physical inventory and prepare real property records for newly constructed or demolished facilities.
- j. Develop all new, or changes to existing, License/Host Tenant In-Grants/Out-Grants Licenses and forward to Planning and Construction BLM/Hub for approval.
- k. Coordinate Joint Use agreements with Planning and Construction BLM/Hub.
- l. Develop new or update existing MOU/SLA/ISSA in coordination with the Regional Comptroller.

Note: Planning and Construction BLM/Hub has responsibility for and primary authority over iNFADS changes and updates, and Joint-use Agreements.

2. Planning and Programming Branch

Provide comprehensive planning of U.S Government funded construction and major repair projects including preparation and submission of all related project documentation.

- a. Coordinate with Regional Planning and Engineering Business Line Managers and Support Function managers as necessary.
- b. Review and/or identify construction projects exceeding the limits defined under OPNAVINST 11010.20F that qualify as Military Construction (MILCON) or unspecified minor MILCON, and prepare for submission MILCON 1391s as well as any other required documentation.
- c. Prepare Special Project 1391s as needed.
- d. Prepare project documentation for possible Seabee deployment tasking, and respond to annual NCF Call for Work.
- e. Review land use and facility siting plans. Provide Site Approval for those projects within PWT Yokosuka authority, and prepare required documentation for higher authority approval when necessary.
- f. Administrator all aspects of the Shore Facilities Planning system including development of future requirements, identification of site locations, maintenance and updating of General Development Plans.
- g. Administer the Yokosuka Shore Facilities Planning Board for MILCON and JFIP projects.
- h. Identify all Explosive and other (i.e. Helipad) Arcs that impact Yokosuka facilities and submit for required approval those projects affected by the Arcs.
- i. Identify Basic Facility Requirements (BFRs) for new construction as well as any changes in the functional use of facilities within the Yokosuka Naval Complex.
- j. Provide support and input for the Regional Shore Infrastructure Plan (RSIP). Review, validate and update BFRs based on RSIP results.
- k. Long-range Base Master Plans (i.e. 2015 Plan).

- (1) Ensure all facilities projects conform with the Base Exterior Architecture Plan (BEAP).
- (2) Coordinate with FE Division to prepare IRRS project listings and narrative summary.
- (3) Alert Planning Officer and make recommendations for tenants impacted by planned construction.

3. Facilities Improvement Program Branch

Provide planning and coordination of Host nation Construction projects including preparation and submission of all related project documentation. Identification of projects and development of BFRs will be done in coordination with Planning and Programming Branch.

- a. Coordinate with Regional Planning and Engineering Business Line Managers and Support Function managers as necessary.
- b. Provide comprehensive planning for all Host Nation Construction including FIP and any other construction of facilities sponsored and/or funded by the Government of Japan (GOJ). Services shall include:
 - (1) JFIP Form 22 preparation
 - (2) JFIP Design and Development
 - (3) Preliminary Package Development
 - (4) Criteria Package Development
 - (5) Sole point of contact with Yokohama Defense Administration Bureau (YDFAB) Construction Office for Yokosuka JFIP projects.
 - (6) Sole point of contact with U.S. Army Japan Engineer District (JED)
 - (7) Submission for approval/validation by Commander Naval Forces Japan (CNFJ).
 - (8) Ensure compliance of all JFIP projects with the BEAP.
- c. Provide technical advice, design review, and project management in support of Host Nation funded construction projects.
- d. Coordinate with facility end-users and JED as appropriate on all issues related to Host Nation funded construction projects.

- e. Establish negotiation positions and perform negotiation of the design, design modifications, construction schedules, and all other related issues with YDFAB and JED to achieve required functional aspects and quality for the end user.
- f. Provide up-to-date status of all Yokosuka FIP projects throughout programming, design, and construction.
- g. Revise Form 22 submissions as required to meet changing criteria and requirements.
- h. Support JFIP Technical Working Group and special committees as required.
- i. Coordinate with end user and claimancy to develop collateral equipment list.
- j. Coordinate with FE's, JED YRO and end-users move-in requirements (i.e. LAN, telephone, collateral equipment, etc.).
- k. In coordination with CFAY Community liaison officer, advise and represent CFAY on non-FIP facilities issues involving YDFAB and/or the cities.

4. Engineering Branch – Under the direct supervision of the Regional Engineering Business Line Manager, PWC Code 400 will support the PWT as follows.

In-house

Provide timely and effective in-house engineering and design services and post construction award support services for Yokosuka.

- a. Support the Planning and Programming and JFIP Program Management Divisions with engineering services as required, particularly to assist in the timely and thorough preparation of 1391s and Form 22s.
- b. Provide engineering studies, investigations, concept designs, cost estimates and consultation services for all projects beyond the planning stage.
- c. Prepare designs, plans and technical specifications for construction contracts which will include but not limited to:
 - (1) Emergency construction and restoration of damaged facilities through the unspecified minor MILCON program.
 - (2) Pollution prevention/abatement, energy conservation, and OSH projects.
 - (3) Minor construction, including alteration and improvement, maintenance, repair and equipment installation projects authorized through the SRM, NAF, DLA and FHN programs.

d. Provide construction support services to the Execution Division as required. This includes technical review of contractor submittals and resolution of design ambiguities and other problems arising during construction.

e. Provide in-house design services necessary to prepare and support new and follow-on Performance Based Facility Support Contracts.

(1) New contract preparation for FSC contracts will be coordinated with the FSCM.

f. Maintain data relative to tracking reimbursable project funding using PWC MIS and maintain design status using MAXIMO.

Architect-Engineer Management

a. Providing A-E contracts design administration services for the preparation of construction contracts plans, specifications and cost estimates for minor construction, maintenance, repair and equipment installation facility requirements.

b. Providing technical review of A-E contracts design submittals.

c. Providing technical consultation to the Resident Officer in Charge of Construction (ROICC) . Support provided is for matters such as uniform guidance in methods of A-E contracts scope definition, contracts document preparation, and contracts administration functions.

Note: PWC Codes 410 and 440 support the entire Region, including the PWT, with GIS and other services.